



# Superior Court of California County of Sacramento

*An Equal Opportunity Employer*

## **ANNOUNCES AN EMPLOYMENT OPPORTUNITY for ACCOUNTING TECHNICIAN**

### **THE POSITION:**

The Superior Court of California, County of Sacramento is now accepting applications for an Accounting Technician in the Operational Accounting unit of the Financial Services Division. Accounting Technicians are responsible for technical accounting work in reviewing and recording financial transactions with established systems and procedures. The Court is recruiting for an Accounting Technician to exercise independent judgment in the analysis and interpretation of financial and statistical data which may include a wide variety of processes and accounts with varying degrees of complexity/responsibility. The current opening is located at the Gordon D. Schaber Sacramento County Courthouse.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.). For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

**SALARY:** **\$1,557.00 - \$1,894.00 biweekly**  
**\$3,387.00 - \$4,119.00 monthly**

**LAST DAY TO APPLY:** **Friday, August 18, 2006 at 5:00 p.m. (or until filled)**

### **ESSENTIAL DUTIES:**

Examples of duties performed by the Accounting Technician include, but are not limited to, the following:

- Audits general ledger accounts to ensure that the accounting principles and procedures are adhered to with the appropriate checks and balances confirming the integrity of the system.
- Researches accounts, error reports, payments, credits and case files to ensure accounts balance, proper funds are distributed and expenditures are properly coded.
- Analyses, verifies and adjusts accounting data using various sources of information to reconcile/balance reports and accounts for further processing.
- Researches and resolves difficult and complex customer service problems referring to rules, regulations, policies and procedures to meet customer needs.
- Explains policies and procedures to inform internal and external customers of correct processes.
- Interprets work procedures to make decisions on difficult procedural problems.
- Answers questions from unit staff on policies, procedures, directives or changes in laws and regulations, accounting theory and auditing to facilitate workflow.

- Resolves complex/difficult problems with technical aspects of line work to ensure work is completed and conforms to legal requirements.
- Creates spreadsheets, databases and report applications to track and access information.
- Acts as a liaison to systems analysts and programmers, identifying and documenting system errors or deficiencies to create, improve, update, test and maintain database system.
- Completes, reviews and approves various documents/forms to complete forms and financial documents, process requests, requests payments, process licenses or claims.
- Composes documents (memos, letters, forms) using personal computer ensuring correct grammar, punctuation, and spelling to produce legible, accurate and clearly understood documents.

## **MINIMUM QUALIFICATIONS:**

### **Either I**

**Experience:** One (1) year of experience in the class of Account Clerk or Senior Office Specialist responsible for financial record keeping in Sacramento Superior Court service.

### **Or II**

**Education:** Completion of an accounting curriculum or accounting certificate program given by an accredited institution, university or college including courses in general accounting principles, auditing, cost accounting and business law.

### **And**

**Experience:** Two (2) years of responsible experience in the preparation and maintenance of accounting records which may include: processing billing/invoices on a computerized accounting system, preparation of reports analyzed by management or reconciling accounts, preparing and reconciling general ledgers, balance sheets, income statements, statements of cash flow and bank statements. Responsible for accounts payable and accounts receivable.

**Substitution:** Two (2) additional years of qualifying experience may be substituted for the required curriculum.

### **Knowledge of:**

General principles, procedures, terminology and practices used in financial and statistical accounting including posting, computing totals, reconciling accounts and reviewing balance sheets; customer service techniques; training techniques and methods; computer applications including databases, spreadsheets and word processing; arithmetic to make calculations (addition, subtraction, multiplication, division, percentages, decimals) and make correct change; English language to communicate; clear writing: using proper English grammar, punctuation, spelling, vocabulary; letter and memo format.

### **Ability to:**

Apply governmental accounting principles to the creation of financial and accounting transactions including auditing and reconciling accounts; analyze and evaluate financial and accounting records, drawing logical conclusions, resolving discrepancies and making decisions; prepare financial and accounting reports and statements in accordance with predetermined requirements; interpret, apply and explain laws, regulations, rules, policies and procedures; calculate solutions to math problems involving addition, subtraction, division, multiplication, percentages, decimals and math problems involving basic algebraic expressions; establish and maintain effective working relationships as necessitated by work assignments; communicate effectively with the public, other public agencies and subordinate staff; train and cross-train employees; meet deadlines under pressure of interruptions; understand and follow complex oral and written instructions; read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents, reports and laws/regulations; understand and follow complex verbal and written instructions; write English at a level necessary to compose clear and concise reports, procedure manuals and correspondence; operate standard office machines and equipment used in work assignments such as word processing equipment, computer terminals, printers, adding machines, copying equipment and fax machines.

## **DESIRABLE QUALIFICATIONS:**

- Experience working as a leadworker.
- Experience recommending and/or developing work processes, procedures and guidelines to improve operational efficiency.
- Experience using an ERP (Enterprise Resource Planning) program such as SAP.

## **PHYSICAL REQUIREMENTS:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to thirty (30) pounds.

## **SELECTION PROCEDURES:**

1. Applicants must submit a completed **court application form, resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Friday, August 18, 2006** (*or until filled*). Applications received by the final filing date of August 18, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.
2. Application packets will be evaluated to select the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

## **SELECTION PROCEDURES FOR TRANSFER APPLICANTS:**

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

**TO APPLY FOR TRANSFER:** Employees who are eligible to transfer into the Accounting Technician position must submit a completed **court application form, resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Friday, August 18, 2006 (or until filled)**. Applications received by the final filing date of August 18, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

**Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.**

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

## ACCOUNTING TECHNICIAN SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe how your education and experience qualifies you for the Accounting Technician position.
2. Describe your experience working as a leadworker for a group of staff.
3. Describe your experience reviewing processes, recommending process improvements and developing procedures to implement the changes.
4. Describe your experience using an ERP (Enterprise Resource Planning) program such as SAP, or other similar program.

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

**Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

**Holidays:** The Superior Court of California, County of Sacramento recognizes thirteen ½ (13 ½ ) holidays per year.

**Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

**Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

**Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

**Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

**Deferred Compensation:** The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a monthly basis.

**Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.

**Computer Purchase Program:** Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.